

Appendix C - Organisational Change Governance Group (OCGG)

Remit

1. To act as an independent review group for all tier 2 proposals that involve organisational change, which might result in staffing reductions or significant changes to the organisational structure
2. To provide strategic sign off to management for tier 2 proposals.
3. To decide, on strategic and /or key reputational grounds, or for other exceptional reasons, if the matter should be treated as equivalent to a Tier 3 proposal and receive initial strategic sign off by Court prior to proceeding.ⁱ
4. To assess, in more complex and/or potentially controversial or especially sensitive matters, whether the group need to review the final proposals following consultation and prior to the changes being implementedⁱⁱ. In such circumstances the group may request further information or that additional consultation/consideration be carried out prior to final implementation.
5. The Policy requires tier 3 proposals to receive initial strategic sign off from Court. In some cases, Court may decide that it wishes the group, as per point 4 of the remit above, to review the final outcome before any change occurs.
6. To provide a summary report to Court of changes given strategic sign-off

Membership

- 3 Lay members of Court including at least 1 from the Human Resources Committee
- 2 Senate Assessors on Court

Procedural Arrangements

Meetings of the OCGG will be arranged as and when required by the office of the COO and University Secretary who will typically act as convenor for the meetings.

The OCGG will normally meet face-to-face to consider proposalsⁱⁱⁱ. Additionally, the VP, Head of College or appropriate senior management delegate for the affected area would also attend to provide organisational context and explain/amplify the rationale for a proposal. The Organisational Change Governance Group will be provided with advice and guidance by a senior member of the HR Function typically from the relevant College/US HR team.

The members of the OCGG may also seek input from Union Representatives prior to providing strategic sign off or when reviewing a proposal following the full consultation process. This does not form part of the formal consultation processes however the OCGG may request management to reconsider elements of the proposals or carry out further consultation prior to a final decision to implement.

The Court members will make the decision.

To ensure a degree of continuity of experience the membership of the Organisational Change Governance Group will be established at the start of each academic year in case it is required. The lay members of Court will be identified by the Nominations Committee and the Senate Assessor(s) on Court will be chosen by the Senior Senate Assessor. In each case a reserve will also be identified in case of lack of availability at a particular time or to avoid an individual dealing with a case in a part of the University where they are closely involved.

The remit and membership of the Organisational Change Governance Group will be reviewed and agreed on an annual basis by Court.

ⁱ Where a decision is taken, during the summer months when court does not meet, that a proposal is of such significant importance that Court should consider it, the COO and University Secretary will consult Court for its view on this decision between meetings.

ⁱⁱ As the OCGG is providing initial strategic sign-off it is important to note that proposals, and their likely impact, may change following wider consultation with unions and staff.

ⁱⁱⁱ Some proposals may be considered sufficiently uncontentious not to justify a full meeting of the OCGG but the normal approach is to arrange a meeting where the proposal is presented and discussed